Surplus Process

School: Identifies books as surplus

School: Creates list on SMS Portal

List visible to Canyons Schools for 2 weeks.

List visible statewide for 2 more weeks.

After 4th week Follett contacts schools to buy

(A) Small Piles

School: Move books to surplus area

Follett: Buys/boxes books with value

School: Boxes "EoL" books for warehouse – sends Surplus Textbook Pickup Request to Warehouse

Warehouse: Collects boxes of "EoL" books

(B) Large Piles

Follett: Buys/boxes books with value

Follett: Provide book count to warehouse

Warehouse: delivers empty gaylord/pallets

School: Stacks books in gaylords/pallets – sends Surplus Textbook Pickup Request to Warehouse

Warehouse: Collects full gaylords/pallets